GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE WASHINGTON, D.C. 20408

February 1, 1966

MEMORAHDUM

TO: ALL RECORDS MANAGEMENT LIAISON OFFICERS

At the meeting held on January 17, 1966 on the subject of file folder standardization, the general concensus was that the number of file folders in the GSA Stores Stock Catalog could be substantially reduced. However, before reaching any final conclusions, the records officers requested samples of the proposed folders.

Euclosed are seven folders with a descriptive label attached to each. These folders represent the 18 basic folders that would be stocked. Other types would be procured from GEA Supply Schedules.

Please examine the folders in the context of our memorandum to you dated December 29, 1965. Let us know by February 25, 1966 whether the 18 folders would satisfy most or all of your agency's needs. Address your replies to the attention of Nurray A. Haber in Room 607 of the Hational Archives Building.

> Everett O. Alldredge Assistant Archivist for Records Management

Enclosures